Milwaukee County - Printing a Personalized FSA Claim Form

Access your benefit information at www.county.milwaukee.gov

Click the link: Milwaukee County Employees
Select the link for Benefit Enrollment



Using the internet to enroll is easy and safe! Our secured website is set up to take you automatically through each of the following steps:

STEP

Log On to Main Menu

The website will prompt you to enter your **User ID** and your **Password**.

- Your **User ID** is 1083 plus your clock number, for example 1083199199. Your **Password** is the last four digits of your Social Security Number. This will be your password unless you change it using the "Change Password" option on the home page.
- If your password does not work, call the County Help Desk at (414) 278-7819.

STEP 2

From the **Personalized Communications** section select

Claim Form

STEP

Your Personalized FSA Claim Form contains:

- √ Your name, address, city/state/zip
- √ Your participant ID (a unique, non-personal information id number to help Ceridian match your form to your account)
- √ the toll-free Fax Number (or a street address)
 where to send your claims
- √ a toll-free number for assistance
- √ Spaces for your claim information

Note: Be sure to include your receipts when submitting your claim form!

You may print and copy this document for your use.

If your address is not correct, contact your local HR/Payroll clerk or correct it in the Self-Service system.

You're done! Close the window with the FSA form, and logout of the system.



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